



INVITATION TO BID NO: 11-X-2220028

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY : 012138
ALA DEPT OF TRANS WELCOME CENTER
AGENCY REQ. NO. :
T-NUMBER : TA350
DATE ISSUED : 08/24/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1443567
BUYER NAME : BERNIE ARANT

FOR: JANITORIAL SERVICES - ALDOT

BUYER PHONE NO. : (334) 242-4201-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 08/26/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 08/27/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2220028

PAGE 2

INVITATION TO BID

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 11-X-2220028
OPEN DATE : 08/27/10 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 11-X-2220028
OPEN DATE : 08/27/10 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 4

INVITATION TO BID

COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

PRICING - UNREALISTICALLY LOW

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS OR VENDOR HAS SUBMITTED AN IMPROVIDENT BID. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

LIABILITY INSURANCE:

VENDOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH \$50,000.00 FOR EACH OCCURANCE AND MUST BE IN EFFECT FOR THE CONTRACT PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH THE BID, OR THE BID WILL BE REJECTED. VENDOR IS RESPONSIBLE FOR ALL LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE, WHEN ISSUED, MUST SHOW THE STATE OF ALABAMA AS THE CERTIFCATE HOLDER.

PERFORMANCE GUARANTEE: NOT REQUIRED.

THERE WILL NOT BE A PERFORMANCE GUARANTEE BOND REQUIRED FOR THIS CONTRACT. HOWEVER, THERE IS A ZERO TOLERANCE POLICY FOT VENDORS WHO FAIL TO PERFORM THE CLEANING SERVICES PER THE SPECIFICATIONS, AND TERMS AND CONDITIONS OF THE CONTRACT. IF THE VENDOR DEFAULTS ON THE SERVICES AND/OR DOES NOT COMPLY WITH THE SPECIFICATIONS, AND TERMS AND CONDITIONS OF THE CONTRACT, IT WILL RESULT IN A 30-THIRTY DAY WRITTEN NOTICE TO CONFORM TO THE CONTRACT AS SPECIFIED AND PERFORM THE SERVICE SATISFACTORILY AS REQUIRED AND TO REFRAIN FROM VIOLATING CONTRACT REQUIREMENTS. IF THE PROBLEMS WITH THE SERVICE HAVE NOT BEEN CORRECTED AT THE END OF THE (30) THIRTY DAY WRITTEN NOTICE, PROCEDURES WILL BEGIN IMMEDIATELY TO CANCEL THE CONTRACT AND THE VENDOR BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD. IF THE PROBLEMS WITH THE SERVICE HAVE BEEN CORRECTED AT THE END OF THE 30 DAY WRITTEN NOTICE, BUT REOCCURS AT ANY TIME DURING THE REMAINDER OF THE CONTRACT, NO OTHER WRITTEN NOTICE WILL BE ISSUED, PROCEDURES WILL BEGIN IMMEDIATELY TO CANCEL THE CONTRACT AND THE VENDOR BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

MINIMUM WAGE:

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 11-X-2220028
OPEN DATE : 08/27/10 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 5

INVITATION TO BID

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY RATE WILL BE ANY INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

PAYMENT:

THE STATE OF ALABAMA PAYS IN ARREARS. IN MANY CASES IT WILL TAKE UP TO (60) SIXTY DAYS TO RECEIVE PAYMENT. THIS MEANS THAT ANY VENDOR BIDDING ON THIS CONTRACT SHOULD HAVE SUFFICIENT FINANCES TO MAKE PAYROLL THROUGH THIS TIME PERIOD. IF THE VENDOR DEFAULTS ON SERVICES AS A RESULT OF LATE PAYMENT, THE ZERO TOLERANCE POLICY OF PERFORMANCE GUARANTEE WILL APPLY, NO EXCEPTION. ***SEE PERFORMANCE GUARANTEE***

SECURITY STATEMENT:

VENDOR SHALL ENSURE THAT PERSONNEL INVOLVED WITH ANY STATE AGENCY PROJECT SHALL BE ADVISED OF AND ACKNOWLEDGE THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN STATE FILES, THE SAFEGUARDS REQUIRED AND CRIMINAL AND CIVIL SANCTIONS OF NON-COMPLIANCE IN FEDERAL AND STATE STATUTES.

VENDOR REFERENCES:

VENDORS ARE REQUIRED TO PROVIDE (3) THREE REFERENCES WITH THEIR BID. REFERENCE SHOULD INCLUDE COMPANY NAME WHERE THE SERVICE WAS PROVIDED, ADDRESS, TELEPHONE NUMBER, NAME OF CONTACT PERSON, AND TIME PERIOD THE SERVICE WAS PROVIDED. REFERENCES SHOULD ACCOMPANY BID. FAILURE TO SUBMIT THE REQUIRED REFERENCES WILL RESULT IN YOUR BID BEING REJECTED. REFERENCES WILL BE CHECKED. ***REFERENCES MUST BE OF BUILDINGS OF COMPARABLE SIZE AND FUNCTION, I.E. LARGE OFFICE BUILDINGS THAT ARE COMPARABLE IN SIZE TO THE BUILDING BEING BID ON. FAILURE TO PROVIDE PROPER REFERENCES WILL RESULT IN THE ON THAT ITEM TO BE REJECTED.

NOTE TO VENDORS:

VENDORS ARE CAUTIONED TO READ EVERY PAGE OF THIS I.T.B. TO CLEARLY UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS. EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS I.T.B. FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 11-X-2220028

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 6

INVITATION TO BID

CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM
THE STATE'S QUALIFIED BIDDER'S LIST.

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 11-X-2220028
OPEN DATE : 08/27/10 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 7

INVITATION TO BID

***** SPECIFICATIONS 910V02 FOR JANITORIAL SERVICE *****

SECTION I: SCOPE

CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT AND SUPERVISION, TO MAINTAIN THE FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS. ALL NIGHTLY SERVICES ARE TO BE PERFORMED FIVE NIGHTS EACH WEEK, AFTER 5:00 P.M. MONDAY THROUGH FRIDAY, UNLESS OTHERWISE SHOWN ON THE BID. SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED BY THE DEPT. NO CLEANING OPERATION WILL BE AFTER 12:00 MID-NIGHT WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT.

SECTION IA: KEY CONTROL

1. THE CONTRACTOR SHALL ADEQUATELY SECURE THE KEYS, KEY CARDS, OTHER ENTRY DEVICES AND CODES PROVIDED BY THE STATE.
2. ANY SUCH ITEM WHICH BECOMES LOST, MISSING OR STOLEN SHALL BE IMMEDIATELY REPORTED TO THE DEPARTMENT SUPERVISOR BY THE CONTRACTOR. SHOULD THE CONTRACTOR LOSE OR HAVE STOLEN ANY KEYS ISSUED TO THE CONTRACTOR BY THE STATE, THE COST OF CHANGING LOCKS OR KEYS TO BUILDINGS, ROOMS OR AREAS ACCESSIBLE BY THE LOST OR STOLEN KEYS WILL BE DEDUCTED FROM THE CONTRACTOR'S INVOICE TO THE STATE FOR THE WORK PERFORMED UNDER THIS CONTRACT. THIS WILL ALSO PERTAIN TO CANCELLATION OF A SERVICE WHEN THE KEYS ARE NOT TURNED IN WITHIN 24 HOURS.

SECTION II: EXAMINATION OF BUILDINGS:

CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID. FAILURE OF CONTRACTOR TO COMPLETELY FAMILIARIZE HIMSELF WITH THE BUILDING CONDITIONS AND REQUIREMENTS PRIOR TO SUBMITTING THE BID, WILL NOT RELIEVE THE BIDDER OF THE RESPONSIBILITY IN MEETING THE SPECIFICATIONS. EACH LOCATION YOU DESIRE TO BID, MUST BE SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE TO VERIFY YOUR ON-SITE INSPECTION. BY HAVING YOUR BID SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE WILL INDICATE THAT THE CONTRACTOR FULLY UNDERSTANDS THE CONDITIONS OF THE BUILDINGS AND THE CLEANING THAT IS REQUIRED TO DO A SATISFACTORY JOB. LOCATIONS WHERE ADDITIONS ARE BEING MADE TO THE BUILDING, BIDS SHOULD SHOW QUOTE FOR CURRENT OFFICE & QUOTE INCLUDING ADDITION.

SECTION III: TECHNICAL ASSISTANCE:

CONTRACTORS ARE TO HAVE AN ADEQUATE SERVICE ORGANIZATION WITH LOCAL REPRESENTATIVES AND CLEANING PERSONNEL. THE SERVICE REPRESENTATIVES MUST BE EMPLOYED BY THE CONTRACTOR OR DESIGNATED BY HIM AS THEIR AUTHORIZED REPRESENTATIVES ON A FULLTIME BASIS AND NOT AS A SUB-CONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

SECTION IV: SUPERVISORY PERSONNEL AND SUPPLIES:

CONTRACTOR MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE CONTRACT. THERE WILL NOT BE ANY CHILDREN UNDER THE AGE OF EIGHTEEN OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A SUPERVISOR WILL BE REQUIRED AT EACH BUILDING THAT HAS FOUR (4) OR MORE EMPLOYEES CLEANING THE FACILITY. THE SUPERVISOR'S NAME, ADDRESS, SOCIAL SECURITY NUMBER AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT SUPERVISOR AT EACH LOCATION. THE SUPERVISOR MAY BE A WORKING SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO INSURE THE SERVICES ARE PERFORMED AS SPECIFIED. CONTRACTOR MUST POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDING, AND ALSO POST A COPY OF THE CLEANING SCHEDULE IN EACH SUPPLY CLOSET.

CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 11-X-2220028
OPEN DATE : 08/27/10 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 8

INVITATION TO BID

SERVICE. DEPT. MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT.
NON-SLIP FLOOR WAX WILL BE THE ONLY APPROVED WAX FOR ALL TILE FLOORS.

SECTION V: QUALIFICATIONS OF CONTRACTOR

IN EVALUATING EACH CONTRACTOR, CONSIDERATION WILL BE GIVEN TO THE
FOLLOWING CRITERIA: DEFICIENCY IN ANY OF THE BELOW LISTED AREAS MAY
BE ADEQUATE REASON FOR BID REJECTION:

1. EACH BIDDER SUBMITTING A BID ON THE SERVICES REQUIRED BY THIS
CONTRACT IS REQUIRED TO SUBMIT WITH THEIR BID, OR BID MAY NOT BE
CONSIDERED, EVIDENCE OF THEIR EXPERIENCE, QUALIFICATIONS,
FINANCIAL RESPONSIBILITY AND ABILITY TO CARRY OUT THE TERMS OF THE
CONTRACT. SATISFACTORY EXPERIENCE OF AT LEAST ONE (1) YEAR WITH
BUILDINGS OF COMPARABLE SIZE AND FUNCTION, I.E. LARGE OFFICE
BUILDINGS. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL
ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.
2. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES
WITH BID.
3. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING
FIVE (5) OR MORE EMPLOYEES.
4. DUE TO FISCAL YEAR ENDING ON SEPTEMBER 30TH AND NEW FISCAL YEAR
BEGINNING OCTOBER 1ST, PAYMENTS FOR SERVICES MAY TAKE UP TO 30-45
DAYS BEFORE CONTRACTOR RECEIVES PAYMENT FOR OCTOBER. CONTRACTOR
SHOULD HAVE SUFFICIENT FINANCIAL RESOURCES TO COVER THIS TIME FRAME.

SECTION VI: ITEMS FURNISHED BY THE STATE OR CONTRACTOR:

- A. LIGHT TUBES/BULBS WILL BE FURNISHED BY THE STATE AND BE REPLACED
BY THE CONTRACTED VENDOR ON AN AS NEEDED BASIS.
- B. AIR CONDITIONING AND HEATING FILTERS WILL BE FURNISHED BY STATE
AND CHANGED BY THE CONTRACTED VENDOR ON A BI-MONTHLY BASIS.
- C. PAPER TOWELS, TOILET TISSUE, HAND SOAP, TRASH CAN LINERS AND LINERS
FOR SANITARY NAPKIN HOLDERS WILL BE FURNISHED BY THE STATE.
CONTRACTOR TO REPLACE IN DISPENSORS AND TRASH CANS. ALL DISPENSORS
FURNISHED AND INSTALLED BY THE STATE.
- D. INVOICE TO BE RENDERED IN TRIPPLICATE AT THE END OF EACH MONTH IN
ARREARS BY VENDOR. CONTACT DEPARTMENT FOR PAYMENT OF SERVICES.
- E. IF CONTRACTOR IS REQUIRED TO WORK ON ANY OFFICIAL STATE OF ALABAMA
HOLIDAY, HE WILL BE PAID AT A DAILY RATE FOR THE DAY/DAYS WORKED.
THE DAILY RATE BEING THE MONTHLY RATE DIVIDED BY 22. THE NUMBER
22 IS THE AVERAGE NUMBER OF WORK DAYS IN A MONTH. IF THE CON-
TRACTOR IS REQUIRED TO WORK ON SATURDAY, OR SUNDAY, HE WILL BE
PAID THE DAILY RATE. THE CONTRACTOR IS NOT TO WORK ANY OF THESE
DAYS WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT.

SECTION VII: CLEANING SCHEDULE TO BE PERFORMED BY CONTRACTOR:

ITEMS APPLY ONLY WHERE APPLICABLE TO THE SPECIFIED LOCATION.
CONTRACTOR IS TO CHECK WITH MANAGER AS TO WHAT NEEDS TO BE DONE
IF DIFFERENT THAN WHAT IS LISTED BELOW. ANY CHANGES MADE BY MUTUAL
AGREEMENT OF MANAGER AND CONTRACTOR MUST BE CONFIRMED IN WRITING BY
THE AGENCY MANAGER TO THE CONTRACTOR AND COPIED TO THE BUYER AS AN
AMENDMENT TO THE CONTRACT. ANY REQUIREMENTS IN THE COMMODITY SECTION
SUPERSEDES THESE SPECIFICATIONS LISTED BELOW.

***** D = DAILY / N = NIGHTLY *****

A. OFFICES AND CONFERENCE ROOM(S)

1. EMPTY WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS
IN WASTEBASKETS. WASTEPAPER AND TRASH WILL BE PUT INTO TRASH
CAN/DUMPSTER IN THE MAIN DISPOSAL AREA. (N)
2. VACUUM ALL CARPETS. (D)
3. DUST MOP TILE FLOORS, TAKING CARE TO GET UNDER FURNITURE AND
INTO CORNERS. (N)
4. DAMP MOP TILE FLOORS TO REMOVE ALL FOREIGN MATTER AND/OR
SPILLAGE. (N)

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2220028

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 9

INVITATION TO BID

5. CLEAN, DISINFECT WITH GERMICIDAL DETERGENT SOLUTION AND POLISH DRINKING FOUNTAINS. (N)
6. EMPLOYEES BREAKROOM, TILE FLOORS ARE TO BE DAMP MOPPED, COUNTER/ TABLE TOP AND SINKS ARE TO BE KEPT CLEAN. (N)
7. FRONT & BACK ENTRANCES & SIDEWALKS TO BE KEPT CLEAN. (N)
8. REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY. (D)
9. IF JANITORIAL PERSONNEL UTILIZE THE HEATING OR AIR CONDITIONING SYSTEM, THEY ARE TO BE PLACED AT PROPER SETTING BEFORE LEAVING. (N)
10. SUPPLY CLOSETS TO BE KEPT CLEAN & NEAT AT ALL TIMES. (D)

B. RESTROOMS: MUST BE CLEANED EVERY DAY - ABSOLUTELY REQUIRED (N)

1. EMPTY ALL CONTAINERS AND DISPOSALS. (N)
2. CLEAN MIRRORS. (N)
3. CLEAN AND DISINFECT WITH A GERMICIDAL DETERGENT SOLUTION ALL WASH BASINS, COMMODOES, TOILET SEATS, URINALS AND ADJACENT SURFACES. (N)
4. REMOVE SPLASH MARKS FROM WALLS AROUND WASH BASINS & URINALS. (D)
5. WET MOP RESTROOM FLOOR USING A GERMICIDAL DETERGENT SOLUTION. (N)
6. EMPTY CANS SANITIZE INTERIOR OF SANITARY NAPKIN CONTAINER. (N)
7. EMPTY AND DAMP CLEAN ASH TRAYS. (N)

C. LOBBY ENTRANCEWAYS AND CORRIDORS:

1. DUST MOP FLOORS. DAMP MOP FLOORS. (N)
2. VACUUM ENTRANCE MATS AND REPLACE IN ENTRANCEWAY AFTER FLOOR HAS DRIED. (N)
3. DUST & CLEAN TO REMOVE FINGERPRINTS FROM ALL GLASS. (N)

D. PASSENGER ELEVATORS - IF APPLICABLE

CLEAN ALL INTERIOR SURFACES OF THE CAR AND POLISH ALL BRIGHT METAL SURFACES. RESILIENT FLOORS WILL BE CLEANED, DAMP MOPPED NIGHTLY AND SPRAY BUFFED WEEKLY. RUGS WILL BE VACUUMED NIGHTLY.

E. PATIO - IF APPLICABLE

1. SWEEP FLOOR THOROUGHLY. (N)
 2. EMPTY ASH TRAYS AND WET WIPE. (N)
 3. EMPTY URNS AND TRASH CANS. (N)
 4. CLEAN TABLES, CHAIRS AND/OR PATIO FURNITURE. (N)
 5. DUST AND CLEAN ENTRANCE DOOR. (N)
- *****
***** W=TWICE WEEKLY *****

A. OFFICES:

1. THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE DESK TOPS, TABLES, FILE CABINETS, WINDOW SILLS, CHAIRS, LEDGES, ETC. (W)
2. REMOVE FINGERPRINTS FROM GLASS TOPPED DESK, DOORS, ETC. (W)
3. REMOVE HAND PRINTS FROM AROUND LIGHT SWITCHES AND DOOR FRAME. (W)
4. DUST AND WIPE ALL TELEPHONES. (W)
5. DUST ALL VERTICAL SURFACES OF DESK, FILE CABINETS & CHAIRS. (W)
6. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, LIGHT FIXTURES AND ANY OTHER AREAS NOT SERVICED DAILY. (W)
7. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W)
8. WASH OUT TRASH RECEPTACLES USING A DISINFECTANT. (W)
9. CLEAN AND POLISH BRIGHT METAL TO HAND HEIGHT. (W)
10. CLEAN ALL GLASS IN PARTITIONS AND DOORS (BOTH SIDES). (W)
11. SWEEP THE FLOOR IN THE STAIR WELLS. (W)

B. RESTROOMS:

1. CLEAN TOILETS AND URINALS WITH AN ACID-TYPE BOWL CLEANER AND BOWL

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -
 ITB NO. : 11-X-2220028
 OPEN DATE : 08/27/10 TIME: 10:00 AM
 T-NUMBER : TA350
 RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 10

INVITATION TO BID

- MOP. (W)
- 2. CLEAN TOWEL CABINET COVERS. (W)
- 3. REMOVE FINGERPRINTS FROM STALL DOORS. (W)
- 4. CLEAN ENTRANCE DOOR. (W)
- 5. SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK. (W)
- 6. DUST METAL PARTITIONS. (W)
- 7. DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC. (W)
- 8. WASH AND SANITIZE METAL PARTITIONS. (W)
- 9. WASH TRASH RECEPTACLES USING A DISINFECTANT. (W)
- 10. CLEAN EXTERIOR OF PLUMBING UNDER SINKS. (W)
- 11. WASH AND SANITIZE EXTERIOR OF ALL CONTAINERS IN THE RESTROOMS.(W)

C. LOBBY ENTRANCEWAYS AND CORRIDORS:

- 1. DUST LEDGES AND MOLDINGS. (W)
- 2. SPRAY BUFF HEAVY TRAFFIC AREAS. (W)
- 3. REMOVE EXCESSIVE BLACK MARKS OR SCUFFING FROM TILE FLOORS. (W)
- 4. CLEAN AND POLISH METAL WORK ON ENTRANCE DOORS. (W)
- 5. DUST AND CLEAN BUILDING REGISTER. (W)
- 6. KICK PLATES, PUSH PLATES AND PUSH BARS SHALL BE CLEANED AND POLISHED. ALL FOREIGN RESIDUE REMOVED ON OR AROUND DOOR AND COMPONENTS. (W)

D. STAIRWAYS - IF APPLICABLE

SWEEP OR VACUUM STAIR LANDINGS AND STEPS. DUST RAILINGS, LEDGES, GRILLES, FIRE APPARATUS, DOOR AND RADIATORS. (W)

E. PATIO - IF APPLICABLE

- 1. DUST LEDGES AND MOLDINGS. (W)
 - 2. CLEAN ALL GLASS (BOTH SIDES). (W)
 - 3. SCRUB AND RINSE FLOOR THOROUGHLY. (W)
- *****
 ***** M=MONTHLY *****

A. OFFICES AND CONFERENCE ROOM(S):

- 1. REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS, BASE OF COAT RACKS, BOTTOM OF TYPEWRITER STANDS, DOORS, ETC. (M)
- 2. CLEAN AND SANITIZE TELEPHONES. (M)
- 3. CLEAN ALL WINDOW SILLS. (M)
- 4. VACUUM ALL FABRIC FURNITURE. (M)
- 5. SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS. (M)
- 6. DUST AND/OR VACUUM VENTS IN CEILINGS/WALLS. (M)

B. RESTROOMS:

- 1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)

SECTION VIII: SEMI-ANNUALLY OR QUARTERLY -UNLESS OTHERWISE SPECIFIED IN BID.

SEMI-ANNUALLY SERVICE TO BE PERFORMED BETWEEN THE MONTHS OF OCTOBER AND MARCH, SECOND SERVICE BETWEEN THE MONTHS OF APRIL AND AUGUST.

- 1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF FINISH TO ALL FLOORS SEMI-ANNUALLY. HALLWAYS, LOBBIES, BREAKROOM AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
- 2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED IS TO DEPEND UPON THE TYPE OF CARPET. HALLWAY AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY.
- 3. DUST ALL CORRIDOR WALLS UP TO THE CEILING WITH UNTREATED MOP OR VACUUM. DUST OR CLEAN CEILING VENTS. (QUARTERLY)
- 4. LIGHT FIXTURES TO BE CLEANED THOROUGHLY. (SEMI-ANNUALLY)

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 11-X-2220028
OPEN DATE : 08/27/10 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 11

INVITATION TO BID

5. CLEAN ALL WINDOWS (SEMI-ANNUALLY)
VENDOR IS RESPONSIBLE FOR THE INSIDE AND OUTSIDE OF THE FIRST AND SECOND FLOORS ONLY. INSIDE ONLY ON THE THIRD FLOOR.
6. VACUUM DRAPES. (SEMI-ANNUALLY)
7. DUST ALL BLINDS OR WASH IF NECESSARY. (SEMI-ANNUALLY)
8. CLEAN ALL BASEBOARDS THOROUGHLY. (SEMI-ANNUALLY)
9. CLEAN ALL PANELLING WITH OIL SOAP. (SEMI-ANNUALLY)

SECTION IX: ADDITIONAL SERVICES:

UPON COMPLETION OF WORK EACH NIGHT, LIGHTS ARE TO BE TURNED OFF (EXCEPT THOSE DESIGNATED TO BE LEFT ON BY THE SUPERVISOR), DOORS LOCKED, PREMISES SECURED AND LEFT IN A NEAT AND ORDERLY CONDITION.

NOTE: ALL CLEANING PROCEDURES ARE TO BE COORDINATED WITH MANAGER OF EACH OFFICE PRIOR TO SUBMITTING YOUR BID.

ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REQUIREMENTS. CONTRACTOR SHOULD NOT USE SUPPLIES SUCH AS AMMONIA, ETC. SAFETY DATA SHEETS PERTAINING TO CLEANING SUPPLIES SHALL BE GIVEN TO MANAGER OF EACH OFFICE,

TELEPHONE SERVICE:

EACH CONTRACTOR SHALL PROVIDE A TELEPHONE NUMBER, TELEPHONE ANSWERING MACHINE AND/OR FAX # (NO CELL PHONES) TO ENABLE THE STATE TO GET IN TOUCH WITH THE CONTRACTOR AT ANY TIME CONCERNING JANITORIAL SERVICES. CHANGES IN PHONE NUMBERS SHOULD BE GIVEN TO THE DIVISION OF PURCHASING IN WRITING AS SOON AS POSSIBLE. CALLS MUST BE RESPONDED TO AS SOON AS POSSIBLE - NO LATER THAN 24 HOURS AFTER CALL (THIS IS FOR WORK DAYS ONLY). PROBLEMS MUST BE HANDLED DURING THE WORK HOURS - NOT AFTER WORK HOURS OR WEEKENDS. CALLS WILL BE CONFIRMED IN WRITING. FAILURE TO RESPOND WILL BE CONFIRMED IN WRITING.

SECTION X: DEFAULT BY VENDOR:

IN CASE OF A DEFAULT ON A CONTRACT AND/OR ORDER BY A VENDOR, THE STATE MAY PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS COST IN PRICE AND/OR HANDLING.

SECTION XI: INSPECTION OF SERVICES

EACH CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARD THROUGH HIS OR HER QUALITY CONTROL SYSTEM. INCOMPLETE PERFORMANCE DISCLOSED BY STATE OR DEPARTMENT INSPECTIONS, AT THE SOLE ELECTION OF THE STATE AND UPON NOTIFICATION TO THE CONTRACTOR, THE CONTRACTOR WILL BE REQUIRED TO CORRECT OR PERFORM LATE ANY OR ALL DEFICIENCIES. THE CONTRACTOR SHALL EXPLAIN, IN WRITING WITHIN FIVE (5) DAYS, WHY PERFORMANCE WAS UNACCEPTABLE, HOW PERFORMANCE WILL BE RETURNED TO ACCEPTABLE LEVELS, AND HOW RECURRENCE OF THE PROBLEM WILL BE PREVENTED IN THE FUTURE. THE STATE MAY RE-INSPECT ANY OR ALL LOCATIONS FOR POOR PERFORMANCE, AND THE CONTRACTOR MAY BE HELD LIABLE FOR THE COST ASSOCIATED WITH RE-INSPECTION.

QUARTERLY INSPECTION WITH VENDOR AND DEPARTMENT OFFICIAL REQUIRED WITH A COPY OF INSPECTION SENT TO PURCHASING.

***** SPECIFICATION #910V06 *****
FOR JANITORIAL SERVICE WELCOME CENTER

I. SCOPE:

VENDOR SHALL FURNISH ALL LABOR AND SUPERVISION TO MAINTAIN THE ENTIRE FACILITY IN A CLEAN AND SANITARY CONDITION, AND IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS. VENDOR SHALL BE REQUIRED TO HAVE AT LEAST TWO (2) EMPLOYEES ON DUTY AT THE WELCOME

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -
 ITB NO. : 11-X-2220028
 OPEN DATE : 08/27/10 TIME: 10:00 AM
 T-NUMBER : TA350
 RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 12

INVITATION TO BID

CENTER PER SHIFT. THE WELCOME CENTER WILL BE SERVICED TWO (2) SHIFTS PER DAY FROM 6:00 A.M. UNTIL 2:00 P.M., AND FROM 2:00 P.M. UNTIL 10:00 P.M. SERVICES ARE TO BE PERFORMED SEVEN (7) DAYS PER WEEK, 16 HOURS PER DAY, AND 365 DAYS PER YEAR INCLUDING ALL LOCAL, STATE AND FEDERAL HOLIDAYS.

II DUTIES TO BE PERFORMED:

A. RESTROOMS:

WORK TO BE PERFORMED ON THE FOLLOWING SCHEDULE AS A MINIMUM, AND AS NEEDED BETWEEN THE NORMALLY ESTABLISHED TIMES AS DICTATED BY USAGE AND TRAFFIC LEVELS AT THE WELCOME CENTER, BASED ON ATTENDANT'S OBSERVATIONS OR WELCOME CENTER MANAGER'S DIRECTIONS. VENDOR STAFFING MUST BE SUFFICIENT TO INSURE THAT NO RESTROOMS WILL BE CLOSED FOR CLEANING DURING EITHER SHIFT.

CONTINUOUS BASIS:

REGULAR TIMES: 6:00 AM
 10:00 AM
 2:00 PM
 6:00 PM
 9:00 PM

1. EMPTY ALL WASTE AND TRASH CONTAINERS AND REFUSE DISPOSALS.
2. CLEAN MIRRORS AND WALLS.
3. CLEAN AND DISINFECT WITH A GERMICIDAL DETERGENT SOLUTION ALL WASH BASINS, COMMODES, TOILET SEATS, URINALS, AND ADJACENT SURFACES.
4. SWEEP AND WET MOP RESTROOM FLOORS WITH GERMICIDAL DETERGENT SOLUTION.
5. CLEAN AND REMOVE FINGERPRINTS, STAINS, ETC. FROM BATHROOM STALLS AND ALL DOORS.
6. WASH TRASH RECEPTACLES USING A DISINFECTANT.
7. CLEAN EXTERIOR OF PLUMBING UNDER SINKS.
8. WASH AND SANTIZE EXTERIOR OF ALL CONTAINERS IN THE RESTROOMS.
9. DUST, VACUUM, AND CLEAN AIR CONDITIONER VENTS.
10. KEEP TOWEL, TISSUE, AND SOAP DISPENSERS FILLED AT ALL TIMES.

B. COMPLETE WELCOME CENTER:

INCLUDING LOBBY, ENTRANCES, HALLWAYS, ATTENDANT'S OFFICE, AND STORAGE ROOMS. WORK TO BE PERFORMED AT LEAST ONE (1) TIME PER SHIFT, PLUS AS NEEDED DURING EACH SHIFT AS INDICATED BY USAGE AND TRAFFIC AT THE WELCOME CENTER BASED ON ATTENDANT'S OBSERVATIONS OR WELCOME CENTER MANAGER'S DIRECTIONS:

CONTINUOUS BASIS:

REGULAR TIMES: ONE (1) TIME PER SHIFT.

1. SWEEP AND MOP ALL FLOORS.
2. VACUUM ALL MATS AND RUGS.
3. DUST AND CLEAN ALL DOORS AND WINDOWS-INSIDE AND OUT.
4. DUST LEDGES, MOLDINGS, FURNITURE, DISPLAYS, SHELVES, RACKS, AND PICTURES.
5. THOROUGHLY CLEAN FLOORS APPROXIMATELY EVERY 2 WEEKS OR AS DIRECTED.
6. REMOVE EXCESS BLACK MARKS OR SCUFFING FROM TILE FLOORS.
7. KICK PLATES, PUSH PLATES, AND PUSH BARS SHALL BE CLEANED. THESE ITEMS SHALL BE POLISHED AT LEAST WEEKLY, OR MORE OFTEN AS REQUIRED OR DIRECTED TO MAINTAIN PROPER APPEARANCE. ALL FOREIGN RESIDUE SHALL BE REMOVED ON OR AROUND DOOR AND FRAME AND/OR HARDWARE COMPONENTS - INSIDE AND OUT.
8. REMOVE ALL DUST AND COBWEBS FROM WALLS AND CEILINGS.
9. CLEAN AND SANITIZE WATER FOUNTAIN.
10. CHANGE LIGHT BULBS AS NEEDED.

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 11-X-2220028
OPEN DATE : 08/27/10 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 08/26/10 TIME: 5:00 PM

PAGE 13

INVITATION TO BID

C. OUTSIDE SIDEWALKS, ENTRANCES, SNACK AREA, PORCH AND FOYERS, PARKING LOTS, AND SURROUNDING GROUNDS:
WORK TO BE PERFORMED IN ACCORDANCE WITH THE INDICATED SCHEDULE AS A MINIMUM, AND MORE OFTEN AS INDICATED BY USAGE AND TRAFFIC AT THE WELCOME CENTER, BASED ON THE ATTENDANT'S OBSERVATIONS, OR WELCOME CENTER MANAGER'S DIRECTIONS.

AS NEEDED OR DIRECTED ON A CONTINUOUS BASIS:

1. EMPTY ALL GARBAGE CONTAINERS, AND REPLACE TRASH BAGS. ALL GARBAGE AND TRASH TO BE PLACED IN DUMPSTER.
2. PICKUP ALL LITTER ON GROUNDS.
3. SWEEP SIDEWALKS, PATIO, SNACK AREAS, AND BUILDING ENTRANCES. WASH SAME AREAS WHEN NEEDED.
4. SWEEP COBWEBS FROM EVES.
5. CLEAN AND WASH PICNIC AREA, INCLUDING TABLES, CONCRETE FLOORS AND SHELTERS.

III TECHNICAL ASSISTANCE:

VENDOR MUST FURNISH THE REQUIRED NUMBER OF COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE. ALL PERSONNEL SHALL BE PRESENTABLE AND WILL BE REQUIRED TO WEAR A UNIFORM APPROVED BY THE ALABAMA DEPARTMENT OF TRANSPORTATION. UNIFORMS WILL CONSIST OF KHAKI SHIRTS AND PANTS, BROWN HATS AND JACKETS, NAME TAGS, AND SHALL DISPLAY VENDOR COMPANY NAME. PERSONNEL SHALL BE ABLE TO WORK WITH THE PUBLIC AND PRESENT A POSITIVE IMAGE AND ATTITUDE.

THE VENDOR WILL SUPPLY A NAME, TELEPHONE NUMBER, AND ADDRESS OF THE SUPERVISOR TO THE DEPARTMENT'S SUPERINTENDENT.

IV. THE STATE WILL FURNISH ALL CLEANING MATERIALS SUCH AS PAPER TOWELS, TISSUES, SOAP, FLOOR CLEANERS, BROOMS, MOPS, ETC. VENDOR WILL FURNISH PERSONAL ITEMS SUCH AS PROTECTIVE CLOTHING, RUBBER GLOVES, ETC.

V. EXAMINATION OF BUILDING:

VENDOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID. FAILURE OF CONTRACTOR TO COMPLETELY FAMILIARIZE HIMSELF WITH THE BUILDING CONDITIONS, GROUNDS, AND REQUIREMENTS PRIOR TO SUBMITTING THE BID WILL NOT RELIEVE THE BIDDER OF THE RESPONSIBILITY IN MEETING THE SPECIFICATIONS.

VI CANCELLATION OF CONTRACT:

IN EVALUATING EACH CONTRACTOR, CONSIDERATION WILL BE GIVEN TO THE FOLLOWING CRITERIA: DEFICIENCY IN ANY OF THE BELOW LISTED AREAS MAY BE ADEQUATE REASON FOR BID REJECTION.

- A. EACH BIDDER SUBMITTING A BID ON THE SERVICES REQUIRED BY THIS CONTRACT IS REQUIRED TO SUBMIT WITH THEIR BID, OR BID MAY NOT BE CONSIDERED, EVIDENCE OF THEIR EXPERIENCE, QUALIFICATIONS, AND ABILITY TO CARRY OUT THE TERMS OF THE CONTRACT. THIS SUBMISSION SHALL INCLUDE A MINIMUM OF (3) REFERENCE LETTERS FROM COMPANIES TO WHOM THE BIDDER HAS PROVIDED THEIR SERVICES. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.
- B. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES WITH BID.
- C. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2220028

PAGE 14

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:

SHIP TO: R1 /

STATEWIDE

00001	COMMODITY CODE: 910-39-065850 JANITORIAL SERVICE AS FOLLOWS:	1	MO	_____	_____
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TO PROVIDE ALL LABOR, SUPPLIES INCLUDING TRASH CAN LINERS, EQUIPMENT AND SUPERVISION TO MAINTAIN THE ALABAMA DEPARTMENT OF TRANSPORTATION GENERAL OFFICE BUILDING AT 1407 AND 1409 COLISEUM BLVD. IN A CLEAN AND SANITARY CONDITION IN ACCORDANCE WITH THE TERMS AND CONDITIONS CONTAINED IN THIS I.T.B.

THIS OFFICE COMPLEX CONTAINS APPROXIMATELY 230,000 SQ. FT.

TOTAL NUMBER OF HOURS PER MONTH _____

COST PER HOUR _____

TOTAL PRICE PER MONTH _____

PRICE PER MONTH MUST ALSO BE FILLED-IN ON THE UNIT PRICE LINE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS, OR THE BID WILL NOT BE CONSIDERED. FILL IN BIDDER'S NAME BELOW.

HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDINGS AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

DATE MANAGER, SUPERVISOR

00002	COMMODITY CODE: 910-39-065850 JANITORIAL SERVICE AS FOLLOWS:	1	MO	_____	_____
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TO PROVIDE ALL LABOR, SUPPLIES INCLUDING TRASH CAN LINERS, EQUIPMENT AND SUPERVISION TO MAINTAIN THE FIVE (5) MAINTENANCE BUILDINGS LOCATED AT 511 515, 517, 521 AND 523 OPERATIONS DRIVE IN A CLEAN AND SANITARY CONDITION IN ACCORDANCE WITH SPECIFICATION 910V02.

THESE MAINTENANCE BUILDINGS CONTAIN APPROXIMATELY 14,241 SQ.FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2220028

PAGE 15

INVITATION TO BID

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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TOTAL NUMBER OF HOURS PER MONTH _____

PRICE PER HOUR _____

TOTAL PRICE PER MONTH _____

PRICE PER MONTH MUST ALSO BE FILLED-IN
ON THE UNIT PRICE LINE.BIDDER MUST HAVE THE BID SIGNED IN
ACCORDANCE WITH THE ATTACHED SPECIFICA-
TIONS, OR THE BID WILL NOT BE CONSIDERED
FILL IN BIDDER'S NAME BELOW._____
HAS INSPECTED
THIS LOCATION AND IS AWARE OF THE CONDI-
TION OF THE BUILDINGS AND UNDERSTANDS
WHAT IS REQUIRED TO DO A SATISFACTORY
JOB._____
DATE_____
MANAGER, SUPERVISOR

00003	COMMODITY CODE: 910-39-086043 JANITORIAL SERVICE AND FLOOR MAINTENANCE PER SPECIFICATIONS 910V06 FOR THE WELCOME CENTER IN CLEBURNE CO., ALABAMA.	1	MO	_____	_____
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BIDDER MUST HAVE THE BID SIGNED IN
ACCORDANCE WITH SECTION 5 OF SPECIFICAT-
IONS 910V06 OR BID WILL NOT BECONSIDER-
ED.

FILL IN BIDDER'S NAME BELOW:

HAS
INSPECTED THIS LOCATION AND IS AWARE
OF THE CONDITION OF THE BUILDING AND
GROUNDS AND UNDERSTANDS WHAT IS REQUIRED
TO DO A SATISFACTORY JOB._____
DATE_____
MANAGER, SUPERVISORSHIP TO: 012111 / 012M01
ALA DEPT OF TRANS WELCOME CENTER
DISTRICT ENGINEER
I20 WESTBOUND NEAR AL/GA
STATELINES
DELTA AL 36258

00004	COMMODITY CODE: 910-39-086043 JANITORIAL SERVICE AND FLOOR MAINTENANCE PER SPECIFICATIONS 910V06 FOR THE WELCOME CENTER IN CHAMBERS CO., ALABAMA.	1	MO	_____	_____
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BIDDER MUST HAVE THE BID SIGNED IN
ACCORDANCE WITH SECTION 5 OF SPECIFICAT-
IONS 910V06 OR BID WILL NOT BECONSIDER-

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2220028

PAGE 16

INVITATION TO BID

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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ED.

FILL IN BIDDER'S NAME BELOW:

HAS
INSPECTED THIS LOCATION AND IS AWARE
OF THE CONDITION OF THE BUILDING AND
GROUNDS AND UNDERSTANDS WHAT IS REQUIRED
TO DO A SATISFACTORY JOB.

DATE_____
MANAGER, SUPERVISOR

SHIP TO: 012024 / 012M01
ALDOT - 4TH DIV DIST 3
FOURTH DIVISION DISTRICT THREE
9100 US HWY 280 WEST
AUBURN AL 36830

00005 COMMODITY CODE: 910-39-065850
JANITORIAL SERVICE AS FOLLOWS:

1 MO

TO PROVIDE ALL LABOR, SUPPLIES INLCUDING
TRASH CAN LINERS, EQUIPMENT AND
SUPERVISION TO MAINTAIN THE ALABAMA
DEPARTMENT OF TRANSPORTATIONS NEW BUILD-
ING LOCATED AT 2720 GUNTER PARK DRIVE,
MONTGOMERY, AL 36109 IN A CLEAN AND
SANITARY CONDITION IN ACCORDANCE WITH
SPECIFICATION 910V02.

MONTHLY PRICE TO INCLUDE BUFFING MONTHLY
SCRUBBING 2 TIMES PER YEAR AND STRIPPING
2 TIMES PER YEAR. CARPET TO BE BONNET
CLEANED 2 TIMES PER YEAR AND EXTRACTING
2 TIMES PER YEAR. INTERIOR AND EXTERIOR
WINDOWS ARE TO BE CLEANED 2 TIMES PER
YEAR.

THIS OFFICE COMPLEX CONTAINS APPROXIMAT-
LY 75,200 SQ FT.

BIDDER MUST HAVE THE BID SIGNED IN
ACCORDANCE WITH SEC II OF SPECIFICATION
910V02 OR THE BID WILL BE REJECTED.

FILL IN BIDDER'S NAME BELOW:

HAS INSPECTED THIS
LOCATION AND IS AWARE OF THE CONDITION
OF THE BUILDING AND UNDERSTANDS WHAT IS
REQUIRED TO A SATISFACTORY JOB.

DATE_____
MANAGER/SUPERVISOR

SHIP TO: 012175 / 012M01
ALDOT/G O BUILD SVS/GUNTER PK ANX
GO BLDG SERV
2720 GUNTER PARK DR
MONTGOMERY, AL 36109

PAGE TOTAL

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2220028

PAGE 17

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00006	COMMODITY CODE: 910-39-065850 JANITORIAL SERVICE AS FOLLOWS: AS PER PROVIDED SPECIFICATIONS.	1	MONTH		

APPROXIMATELY 8,300 SQUARE FEET
BUILDINGS LOCATED AT THE ALABAMA
DEPARTMENT OF TRANSPORTATION
10610 HWY 31 EVERGREEN, ALABAMA

TO INCLUDE:

DISTRICT III OFFICE - APPROX 6000 SQ FT
PROJECT OFFICE - APPROX 2000 SQ FT
SHOP OFFICE - 300 SQ FT

THE CONTRACTOR SHALL FURNISH ALL LABOR,
MATERIAL, EQUIPMENT AND SUPERVISION TO
MAINTAIN THE FACILITIES IN A CLEAN AND
SANITARY CONDITION AND IN ACCORDANCE
WITH THE ATTACHED SPECIFICATIONS. THE
CONTRACTOR IS REQUIRED TO PERFORM ALL
WORK ON WEDNESDAY OF EACH WEEK AND THEIR
TIME SHALL BEGIN AT 5:30 AM. IN THE
EVENT WEDNESDAY FALLS ON A STATE HOLIDAY
THE MANAGER AND CONTRACTOR'S SUPERVISOR
WILL MAKE SUITABLE ARRANGEMENTS TO
RE-SCHEDULE WORK ON ANOTHER DAY. THERE
SHALL BE NO WORK PERFORMED ON SATURDAY
OR SUNDAY WITHOUT WRITTEN PERMISSION BY
THE DEPARTMENT. ALL SERVICES WILL BE
PERFORMED AT LOCATIONS LISTED ABOVE.

*****NOTES*****

PAPER TOWELS, TOILET TISSUE, HAND SOAP
FOR DISPENSERS AND TRASH CAN LINERS WILL
BE FURNISHED BY THE STATE. CONTRACTOR
SHALL FILL EMPTY DISPENSERS AND REPLACE
TRASH CAN LINERS. ALL DISPENSERS
FURNISHED AND INSTALLED BY THE STATE.

BIDDER MUST FILL IN THE FOLLOWING
INFORMATION OR BID WILL NOT BE
CONSIDERED.

_____ NO. EMPLOYEES X _____ HOURS =
_____ TOTAL NO. DAILY HOURS.

****MANDATORY SITE VISIT REQUIRED****

CONTACT FOR SITE VISIT:
ROBERT B MADDOX OR JEANELL FOUNTAIN
251-578-7541

COMPLETE FOLLOWING FOR BIDDER'S NAME:

_____ HAS INSPECTED THIS
LOCATION AND IS AWARE OF THE CONDITION
OF THE BUILDINGS AND UNDERSTANDS WHAT IS
REQUIRED TO DO A SATISFACTORY JOB.

DATE _____ ALDOT MANAGER/SUPERVISOR

DISREGARD THE SPECIFICATION 91V02. SEE
SPECIFICATIONS THAT ARE ATTACHED.

SHIP TO: 012060 / 012M01

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 11-X-2220028

PAGE 18

OPEN DATE : 08/27/10 TIME: 10:00 AM

T-NUMBER : TA350

RETURN DATE: 08/26/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	ALDOT - 9TH DIV DIST 3 DISTRICT ENGINEER 10610 US 31 SOUTH EVERGREEN EVERGREEN		AL	36401	

PAGE TOTAL

BID TOTAL

